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Personnel Newsletter

To All Federal Personnel Payroll System (FPPS) Users:

Please log into the system at least once a month so that your userid and password will not be revoked.

Please remember:

- ◆ Passwords must be 8 characters in length
- ◆ The first and eighth position of the password must be an ALPHA character (A, B, C, D, etc.)
- ◆ The second through seventh positions of the password must contain a combination of both NUMERIC characters (1, 2, 3, 4, etc.) and ALPHA characters (A, B, C, D, etc.)
- ◆ You may use one of the three special characters in your password as follows:
 - @ This special character may be used as an ALPHA character
 - \$ This special character may be used as an ALPHA character
 - # This special character may be used as a NUMERIC character

Please note that these are the only special characters that this system will recognize.

Sharing a user account or password with anyone else is a violation of NASA Security Policies.

You will be personally liable for all activity associated with your userid.

For more information, you may contact Nazzetta W. Robinson @ 3-3006.

Are You Leaving NASA Glenn?

If a transfer to another Center or another agency is in your plans, please remember the following:

Once a transfer date has been determined, please contact the Benefits Office – Susan Kiley at extension 3-2848 or Terry Ross at extension 3-8550. Counseling is necessary to discuss possible change in health insurance plans, and clearances from NASA Glenn before moving on to your new Center or agency.

Separating employees are required to obtain clearance from several areas at the Center, including, but not limited to, the library, computer services, travel, security/keys, property custodian, training office, and other areas if applicable. Personnel in the Benefits Office can provide you with the form used to obtain clearances.

Further information can be obtained by calling the Benefits Office at extension 3-2848.



ANNUAL LEAVE “USE OR LOSE”

The time of the year has arrived when employees should review their annual leave balances, keeping in mind the 30-day (240 hours) carryover limitation. Annual leave in excess of the carryover limitation is considered “use or lose” annual leave and must be used before the end of the leave year to avoid forfeiture.

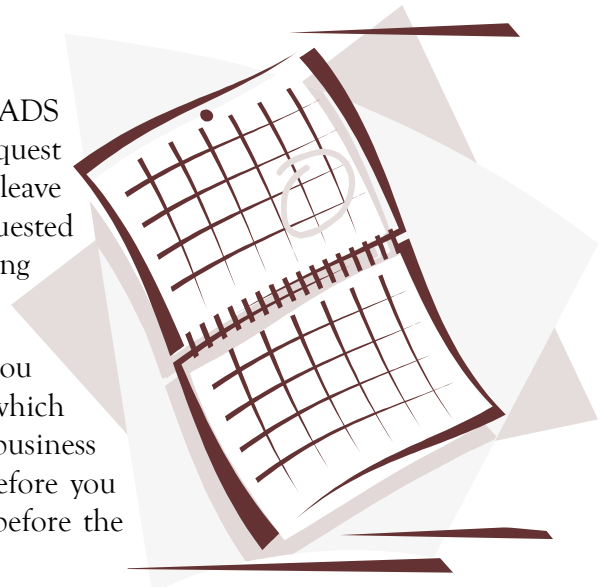
If it appears that you will have an excess of annual leave, the following information should be considered:

Employees:

1. Plan your leave for the balance of the leave year, which ends January 7, 2006. Special attention should be given to schedule leave to avoid forfeiture of “use or lose” annual leave.
2. Submit a request to your supervisor, requesting “use or lose” leave before the start of the third biweekly pay period prior to the end of the leave year (November 26, 2005). You may use WebTADS to submit the request.
3. If your annual leave request is denied or approved leave is canceled, an alternative period of time should be scheduled using WebTADS or e-mail.
4. Maintain copies of the WebTADS or e-mail approvals that document your request to use your “use or lose” annual leave. These documents will be needed if you have to request restoration of forfeited leave.

Supervisors:

1. Assist your employees in planning and scheduling the use of annual leave on a year-round basis to provide for reasonable vacation periods and to ensure the use of leave that employees might otherwise forfeit.
2. Take prompt action on leave requests.
3. Ask an employee to resubmit a written request in WebTADS or email for another period if you have had to deny a request for “use or lose” leave. E-mails approving “use or lose” leave must be dated no later than November 26, 2005. Requested leave and approvals may be accomplished using WebTADS.
4. Request an exigency of public business be approved if you see no alternative to cancellation of employee’s leave, which could result in a loss of leave. An exigency of public business must be approved by the Human Resources Officer before you cancel “use or lose” leave that cannot be rescheduled before the end of the leave year.



CARRYOVER OF EXCESS ANNUAL LEAVE

Unused earned annual leave may be carried over from one leave year to the next. The carryover amount, however, is limited by Federal law to 30 days (240 hours) for non-SES employees. Annual leave that was forfeited because it was in excess of the maximum leave ceiling, may be restored if lost due to administrative error, exigency of public business when the leave was scheduled in advance, or sickness of the employee when the leave was scheduled in advance.

In order to be eligible for excess leave carryover, the following requirements must be met:

1. The leave must have been scheduled, in advance, prior to the start of the third pay period before the end of the leave year (prior to November 26, 2005). To be considered scheduled in advance, the leave must have been requested and approved prior to the cut-off date. E-mails requesting and approving the use of leave or documentation from WebTADS must be available to document that the leave was scheduled in accordance with this requirement.
2. If applicable, an exigency of public business must be approved by the Human Resources Officer prior to canceling any scheduled "use or lose" leave. In such cases, the immediate supervisor must prepare a memorandum addressed to the Human Resources Officer, requesting an exigency of public business determination. The request should identify:
 - the proposed exigency;
 - the beginning and ending dates of the proposed exigency;
 - an indication that no other employee can carry out the work to be accomplished;
 - a description of the effects of a postponement of the work; and
 - the number of hours of annual leave involved if an exigency is approved.

The written request should be concurred on by the Director Of or Staff Office Chief and be routed through the Office of Human Resources and Workforce Planning, Program and Policy Office. Documentation of the request and approval of the leave should be attached to the memorandum.

After the beginning of the leave year, an employee may request restoration of leave lost due to an approved exigency, an injury or illness prevented him/her from taking scheduled annual leave, or an administrative error. The official authorized to approve excess leave carryover is the Human Resources Officer. Requests to the Human Resources Officer for excess leave carryover due to exigency or illness/injury must include copies of the e-mail requesting and approving the use of the annual leave lost, or documentation from WebTADS, as applicable.

The Office of Human Resources and Workforce Planning will post information with detailed instructions on the specific procedures to be followed on Today@Glenn.

BENEFITS UPDATE

Open Seasons:

FEHB and FSA Open Seasons will be held concurrently from November 14 through December 12, 2005. The Open Season Health Fair will be held November 15, 2005, in the Upper Level of the Main Cafeteria, beginning at 9 a.m.

Thrift Savings Plan News

- **No more TSP open seasons** – TSP open seasons have been eliminated. You can now enroll or change your contribution amount at any time. To do so, you access Employee Express to initiate your change. Your election will become effective no later than the first full pay period after you submit it.
- **NEW Investment Fund - The L Funds available after August 1!** – You can find information about the [L Funds](#) on the www.tsp.gov Web site and in the TSP's July 18, 2005 [press release](#).

Were you previously employed by the Government, resigned and withdrew your retirement contributions?

Did you have periods of employment with the Government which were not covered by retirement contributions?

If your answer to either of these questions is YES, you might be interested in reading the Civil Service Retirement System's Retirement Facts 3 pamphlet, available at the OPM Web site (<http://www.opm.gov/forms/pdfimage/RI83-3.pdf>)

New E-mail Address for Training Course Nominations



Due to the GRC Mailing List Services Change: Mailman to Replace Majordomo, the Organization Development and Training Office has a new e-mail address for all training course nominations. All nominations must now be submitted to grc-odtobu@lists.nasa.gov.

Any nominations that are sent to odtobu@grc.nasa.gov will not be delivered.

CHANGE MANAGEMENT CORNER

Knowing Your Personality Can Help You Cope With Change

Do you wonder why people react differently to challenges and changes? Some individuals are more responsive and energized by new challenges than others. At the other end of the spectrum, some people feel resistant, depressed, and stuck. Looking at one's personality type can reveal several things.

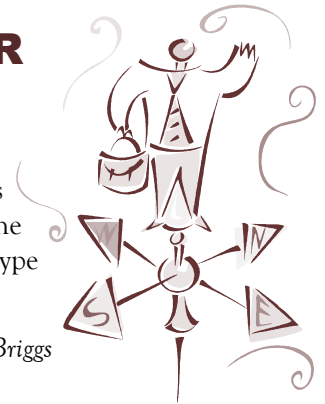
A common way to find your type is to take a personality test. Have you heard of your *Myers-Briggs Type Indicator*® (MBTI®)? The MBTI classifies you in four areas:

- your **energy** (extrovert or introvert)
- your **information** (sensing or intuitive)
- your **decisions** (thinking or feeling)
- your **lifestyle** (judging or perceiving).

Even though you may not know your "official" MBTI, you might have a guess as to where you fall on the spectrum of the four areas. The table below explains what each type would require to cope with a challenge or just adapting to something new. Keep this table in mind because when you address the needs of your type you will discover your strengths and ability to accept and support the change process you are going through.

If you are a change agent of a new initiative or process, you might want to refer to this table when you are communicating and conveying the change to your audience. People in organizations are individuals who deal with changes differently and knowing their preferred needs will assist you in the transition.

What is your MBTI? If you are interested in finding out, please contact Tom Spicer, Center Change Management Lead, at extension 3-2762.



When introduced to a change ask for...	
Extraverts Time "on the spot" to ask questions, discuss the issues, and give suggestions	Introverts Written information ahead of time so they can reflect
Sensing Types Specific, realistic information about why changes are necessary and the steps in the process – or give them the resources to develop these	Intuitive types A picture of how the change fits into overall patterns – or ask them to develop such a picture
Thinking Types A logical analysis of the reasons for the change, welcome their challenging questions	Feeling Types Resources for assessing the effects on people and developing plans to support people in making the changes
Judging Types The plan and time frame and information about when plans will be reassessed and possibly revised – revision needs to part of the plan	Perceiving Types A clear sense of what is decided upon and what is still open, and then encourage them to use their ingenuity to contribute to the unresolved areas

DOCUMENT YOUR ON-THE-JOB TRAINING IT'S REQUIRED

What is On-The-Job-Training?

- On-The-Job-Training, (OJT) is the transfer of knowledge from a highly skilled, experienced worker to a new employee, while maintaining the productivity of both workers.
- OJT is also the transfer of knowledge to an experienced employee who may need training on a new piece of equipment, or office/shop operating procedures.
- OJT is one of the best training methods because it is planned, organized, and conducted at the employee's worksite. It is particularly appropriate for developing proficiency skills unique to an employee's job-especially jobs that are relatively easy to learn and require GRC equipment and facilities.

2. Who's responsible for On-The-Job-Training?

- It is the responsibility of supervisors and managers to utilize OJT to train, qualify, and develop their employees to ensure employees are fully qualified to perform their assigned duties.

3. What forms the basis for setting up an On-The-Job-Training Plan?

- An analysis of your major job requirements (identified in the position description and performance plan) and related knowledge, skills, and abilities form the basis for setting up an OJT plan.

4. Who is responsible for creating the OJT Plan?

- Your supervisor, creates an OJT Plan for his or her employees, and designates a qualified instructor or operator to oversee the OJT and evaluate the employee's successful completion.

5. What form is used to document OJT?

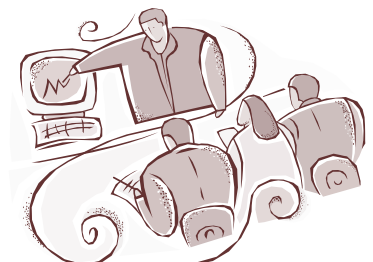
- The NASA C-40 (Rev. 8-99) is the form used to document OJT and can be found at <http://forms.grc.nasa.gov/Forms/PublicUser/index.cfm>.

6. What is the record keeping process for the OJT Form?

- **Certification** (If the OJT is for safety certification or other job certification)
 - ♦ The supervisor is responsible for forwarding the completed OJT form to the Organization Development and Training Office.
 - ♦ The Organization Development and Training Office is responsible for updating the employee training record
- **Non-certification** (If the OJT is not for safety certification or other job certification)
 - ♦ The supervisor is responsible for maintaining the employee's completed NASA C-40 form.

Source: Center Procedure No. GRC-P3.3.11

<https://nasalivelink.grc.nasa.gov/livelink/livelink>



FACTS FOR FOOD SAFETY DURING OUTDOOR ACTIVITIES

From the Safety and Mission Assurance Directorate
Occupational Health Branch

We are well into the picnic and cook out season when outdoor food handling, storage, transport, preparation, and cooking tips are important to protect you, your family and friends from food borne illness.

Transporting Food

Keep food cold by placing it in a cooler with ice. The temperature should be maintained below 40°F.

It is important to separate raw foods from cooked foods so the juices from the raw food do not contaminate the cooked food.

Packaged fruits and vegetables that are labeled “ready to eat” or “washed” need to be washed.

In outdoor settings, it is easy to neglect hand-washing. Take along a separate container with soapy water and paper towels for cleaning hands and utensils that are used to prepare food.

Grilling Tips

Do not use marinade used for raw meat as a sauce after the meat is cooked. Grilled meat should be kept at no less than 145°F until it is served.

If microwaves or ovens are used to partially cook food to reduce grilling time, do it immediately before placing food on the grill.

Perishable food should not be left out for more than 2 hours. In temperatures of 90°F and above, do not leave food out for more than 1 hour.

When serving, remember to keep hot foods **HOT** and cold foods **COLD**.



AUTHORIZED USE OF AIRPORT COURIER SERVICE



Do you use the Airport Courier Service?

If so, you must be traveling on Official Business.

The NASA Glenn Research Center's Airport Courier Service provides transportation to and from Cleveland Hopkins Airport. This service is available for Glenn Civil Servant and Support Service Contractor employees who are traveling on **official business ONLY**. Please be advised that no friend, relative (including spouse, and/or children), or other acquaintance, including NASA employees not traveling on official business, is authorized to use this service if accompanying you while you are traveling on official business. You may be held responsible if you authorize the use of the Airport Courier Service for any person accompanying you who is not traveling on official business.

The Airport Courier Service uses motor vehicles that are owned/leased by the NASA Glenn Research Center and operated and maintained with appropriated funds. Civil Servant employees who use this service for anything other than **official business** may be charged with willful misuse of a motor vehicle. As required by 31 USC 1349(b), the minimum statutory penalty for a Government employee who willfully uses a Government owned/leased motor vehicle for anything other than official purposes is a 30-calendar day suspension. Support Service Contractor employees that use this service for anything other than **official business** will be reported to their employer for appropriate action.

The purpose of this notice is to ensure that everyone is aware of the authorized use of the Airport Courier Service and to ensure that the Center employees use it accordingly.

CAREER TRANSITION SERVICES AVAILABLE TO ALL NASA GLENN CIVIL SERVANTS

The Career Transition Assistance Program (CTAP) Center is available for use by all NASA Glenn civil service employees who are interested in making either a transition to another NASA or Federal position, a different career, or retirement.

The CTAP Center is a full-service career center offering workshops and one-on-one career counseling to help with all aspects of the career transition process. It is staffed by two professionals from Serco with extensive experience in career development and outplacement. Chuck O'Brien, who managed NASA Glenn's CTAP Center in the late 1990s, may be reached at 3-5369. Barbara Balog, Ph.D., may be contacted at 3-5390.

Who might benefit from CTAP services? Anyone who is considering a career change of any type will want to participate. This includes those who wish to apply for other positions within NASA; investigate opportunities at other Federal agencies; explore a move to private industry, the world of nonprofit organizations or education; start a business or consulting practice; or pursue a totally new career.

CTAP services address all aspects of the career transition and job search process, including identifying what you would like to do, developing resumes and cover letters, networking, conducting market research, interviewing and negotiation. The CTAP Center is equipped with a full Resource Center including computers, fax, copier, and a library of career-related books available for lending. *Crain's Cleveland Business* and other subscription resources are also available. In addition, CTAP counselors are prepared to help with the Federal job application process, including NASA STARS resumes.

CTAP's primary services include:

- "21st Century Career Transition Workshop" (2-day, *currently available*)
- Workshops and presentations on a wide range of related topics (1-3 hours, offerings to be based on surveys currently being conducted in "21st Century" workshops)
- Job Search Work Teams (internal networking groups)
- One-on-one counseling

CTAP's Web site (www.grc.nasa.gov/WWW/OHR/CTAP) includes detailed information about services, a current schedule of programs, and links to quite a number of online career and job search resources.

The CTAP Center is located in the Development Engineering Building (Building 500), Rooms 2511, 2513, and 2414; and their mail stop is 500-CTAP. Hours are 8 a.m. to 5 p.m. Please drop in to see their facilities and resources.

E-mail Christine Sedelmeyer at Christine.R.Sedelmeyer@grc.nasa.gov to register for any of the following sessions of the "21st Century Career Transition Workshops" scheduled for November and December; or contact either Chuck or Barbara to ask about their services. They are waiting to hear from you!

21st Century Career Transition Workshop

Dates	Hours	Building/Room
November 1 and 2, 2005	9 a.m. - 4 p.m.	Building 500, Room 3110B
November 7 and 9, 2005	9 a.m. - 4 p.m.	Building 500, Room 3110B
November 15 and 16, 2005	9 a.m. - 4 p.m.	Building 500, Room 3110B
November 29 and December 1, 2005	9 a.m. - 4 p.m.	Building 500, Room 3110B
December 5 and 7, 2005	9 a.m. - 4 p.m.	Building 500, Room 3110B
December 13 and 15, 2005	9 a.m. - 4 p.m.	Building 500, Room 3110B

Additional workshops are planned and, when scheduled, will be posted to Today@Glenn.